

CAMROSA WATER DISTRICT

Financial Statements for the
Years Ended June 30, 2008 and 2007
And Independent Auditors' Report

DATE RECEIVED:



AUDIT REVIEW #(s) 05064

Assigned To: MOUNT

Date Reviewed: 7/28/09

Reviewer's Initials: DM

Date Review(s) Completed: _____

Fanning & Karrh

Certified Public Accountants

A Professional Corporation

CAMROSA WATER DISTRICT

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INDEPENDENT AUDITORS' REPORT

To the Honorable Board of Directors of
Camrosa Water District:

We have audited the accompanying financial statements of Camrosa Water District as of and for the years ended June 30, 2008 and 2007, as listed in the table of contents. These financial statements are the responsibility of Camrosa Water District's management. Our responsibility is to express an opinion on these basic financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Camrosa Water District as of June 30, 2008 and 2007 and the changes in financial position and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 2 through 9 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Fanning & Karrh

October 3, 2008

Management's Discussion and Analysis **(For the year ended June 30, 2008)**

Our discussion and analysis of the Camrosa Water District (the "District") financial performance during the period provides an overview of the District's operational activities that had an impact on the financial performance of the District. Please review it in conjunction with the transmittal letter and the District's basic financial statements that begin on page 10.

Using this Annual Report

This annual report consists of a series of financial statements with accompanying notes. The Statement of Net Assets reflects the solubility of the District at the end of the period and provides a comparison to assets and liabilities as they existed at the end of the prior fiscal year. The Statement of Revenues and Expenses and Changes in Net Assets provides the results from operations for the fiscal year, compares those results to the prior period and shows how the operating results for the current and prior period affected the net assets of the District for those periods respectively.

One way of evaluating the District's financial health is through the Statement of Net Assets. One can think of the District's *net assets*, the difference between assets (what the District owns) and liabilities (what the District owes)... as one way to measure the District's financial health or financial position. Over time, increases or decreases in the District's net assets are one indicator of whether its financial health is improving or deteriorating. One must be cautious, however, to consider other non-financial factors such as changes in the District's jurisdiction, the status of capital projects, and the level of continuing constituent support to assess the overall health of the District.

Method of Accounting: The District uses a single enterprise fund for accounting and reporting the results of all operations. The statements referenced above include all assets and liabilities using an accrual basis of accounting, which is similar to accounting used by most private-sector companies. Accrual of current year's revenues and expenses are taken into account regardless of when cash is received or paid.

Notes to Financial Statements: The notes that follow the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements can be found on pages 15-22 of this report.

The following is a summary of the net assets of the District and the change in those net assets from the prior fiscal year.

<i>Net Assets (in millions)</i>		
<u>Assets</u>	2008	2007
Current Assets	\$ 6.5	\$6.8
Restricted Assets	2.3	2.1
Capital Assets (net of Depreciation)	49.3	50.6
Other Assets	1.2	1.0
<u>Total Assets</u>	<u>\$59.3</u>	<u>\$60.5</u>
<u>Liabilities</u>		
Long Term Debt	\$10.9	\$11.8
Other Liabilities	2.7	2.6
<u>Total Liabilities</u>	<u>\$13.6</u>	<u>\$14.4</u>
<u>Net Assets</u>		
Capital invested in Capital Assets (Net of Related Debt)	\$37.6	\$38.0
Unrestricted Net Assets	8.1	8.1
<u>Total Net Assets</u>	<u>\$45.7</u>	<u>\$46.1</u>

In the *Statement of Net Assets*, the decrease in "Cash and Cash Equivalents" is primarily attributable to investment in capital projects. Approximately \$.3 Million in capital projects listed under "Construction in Progress" at the end of the last fiscal year were capitalized, while \$.5 Million in new projects were also completed during the year. At the end of this audit year, \$.5 Million is listed in "Construction in Progress". Significant projects that were completed include the automation of Well #9 and Meter Station #11, the capture of the Conejo waste cycle water for distribution in the Non-Potable system, the rehabilitation of 10 manholes in the sewer collection system and the continuation of meter replacements necessary to implement the AMR system.

During the period, the District entered into an agreement with CSUCI to increase the University's reserved capacity in the District's Water Reclamation Facility. The capital fee associated with this additional reserved capacity is payable over a three year period and is reflected in the increase in notes receivable in both the current and other assets portion of the *Statement of Net Assets*.

The decrease in current receivables from the prior year is primarily the result of the receipt of a grant reimbursement from the Federal Emergency Management Agency for the costs associated with the permanent repair of the CSUCI water line which is reflected in the 2007 comparison year.

Total Revenues (in millions)

<u>Operating Revenue</u>	<u>2008</u>	<u>2007</u>
Water Revenue	\$9.1	\$8.9
Meter Revenue	1.0	.9
Sewer Revenue	2.2	2.1
Other	.1	.1
<u>Total Operating Revenue</u>	<u>\$12.4</u>	<u>\$12.0</u>
<u>Non-operating Revenue</u>		
Property Taxes	\$.5	\$.5
Interest Income	.3	.4
<u>Total non-operating Revenue</u>	<u>\$.8</u>	<u>\$.9</u>

Water revenue for the year ending June 30, 2007 reflects higher than anticipated water sales in a very dry year. Revenues for the year ended June 30, 2008, again reflect higher water sales. Water rates are comprised of a commodity (usage) charge and a fixed meter service fee. Sewer rates are a fixed fee billed monthly. The sewer rates were increased on July 1, 2007, approximately 6.75%, to reflect higher operating costs and to begin building reserves for future planned replacements. Water commodity (usage) fees were increased on average 2.61% in January and another 5.73% in March 2008 and the Meter Service fee was increased on average 20% in March 2008, all to offset the increased cost of imported State Water Project water and increased operating costs. All other miscellaneous revenues have remained relatively constant over the period.

Expenses for Water Purchases and Utilities represent 68% of total direct operating expenses while Salaries, Wages and Benefits account for 19% more. All other expenses account for less than 13% of the total expenses for the period. The following summary of expenses by category is provided for the past two fiscal years:

Total Expenses (in millions)

<u>Operating Expenses</u>	<u>2008</u>	<u>2007</u>
Water Purchases	\$7.0	\$6.5
Salaries, Wages & Benefits	2.2	2.3
Utilities	1.1	1.3
Other	1.6	1.4
<u>Direct Operating Expenses</u>	<u>\$11.9</u>	<u>\$11.5</u>
Depreciation	2.1	1.9
<u>Total Operating Expenses</u>	<u>\$14.0</u>	<u>\$13.4</u>
<u>Non-operating Expenses</u>		
Interest Expense	.6	.6
<u>Total non-operating Expense</u>	<u>\$.6</u>	<u>\$.6</u>

Total operating revenue for the period was approximately \$.7M above budget as a result of the rate increases effective January and March 2008 for water services, meter service charges and sewer charges, along with higher demand in water consumption.

Property taxes in fiscal years 2008 were at normal levels. Property taxes are expected to remain at normal levels for fiscal year 2008-2009.

Capital Assets and Debt Administration

Capital Assets: Total Capital Assets increased to \$78.4 Million during the period reflecting a net increase primarily in Water plant and Construction in Progress.

Additional projects have been initiated to further expand the non-potable distribution system and bring additional non-potable wells online. Work continues on the geotechnical study to determine the best location for a second non-potable reservoir and the evaluation of options to improve the sludge handling capability at the Water Reclamation Facility. In addition, several miscellaneous improvements are scheduled to improve system reliability and operational responsiveness.

Progress continues in installing a new Automated Meter Reading (AMR) system in the eastern area of the Camrosa Office to improve potable water accounting and reduce the cost and manpower necessary to conduct monthly meter reading. To date, 1,031 AMR units have been installed. The AMR system interfaces directly with the newly installed customer information system to significantly improve customer relations management at the District.

The District is currently updating the Integrated Facilities Master Plan and the financing plan to fund the capital projects needed to further expand the non-potable water distribution system and expand the use of local water supplies. The financing plan will review the current water and sewer service rates, along with a review of the capital fees to ensure adequate revenues to support the ongoing operations and funding of projects identified in the Integrated Facilities Master Plan.

Debt Administration: At year-end, the District had the following long-term debt obligation:

Revenue Bonds (interest rates 2.00% to 4.75%)	\$10,265,000
Certificates of Participation (interest rates 5.0% to 6.0%)	\$ 1,530,000
Total Long Term Debt (net of current - \$860,000)	\$10,935,000

The Economic Development Administration Loan acquired in the early 1980's was repaid in its entirety at the end of the 2008 fiscal year.

For a more specific breakdown of debt amortization over the next 5 years, please see Note 5 of the financial statements.

CAMROSA WATER DISTRICT
STATEMENTS OF NET ASSETS
June 30, 2008 and 2007

ASSETS	2008	2007	LIABILITIES AND EQUITY	2008	2007
CURRENT ASSETS			CURRENT LIABILITIES PAYABLE FROM		
Cash and cash equivalents	\$ 3,958,952	\$ 4,206,554	CURRENT ASSETS	\$	\$
Receivables:			Current portion of long-term debt	860,000	841,646
Customer - net of allowance for doubtful accounts of \$7,500 at June 30, 2008 and 2007	2,011,234	1,980,347	Accrued interest	242,753	259,228
Interest	103,748	93,705	Accounts payable and accrued expenses	1,240,531	1,144,360
Grant	69,163	378,666	Accrued compensated absences	234,486	262,706
Prepaid expenses and other current assets	65,300	56,807	Other accrued liabilities	85,529	78,912
Current portion of notes receivable	269,917	45,382	Deferred revenue	23,039	23,485
TOTAL CURRENT ASSETS	6,478,314	6,761,461	TOTAL CURRENT LIABILITIES PAYABLE FROM		
			CURRENT ASSETS	2,686,338	2,610,337
RESTRICTED ASSETS			CURRENT LIABILITIES PAYABLE FROM		
Cash and cash equivalents	2,292,372	2,199,645	RESTRICTED ASSETS		
TOTAL RESTRICTED ASSETS	2,292,372	2,199,645	Customer surety deposits	7,070	10,570
CAPITAL ASSETS			TOTAL CURRENT LIABILITIES PAYABLE FROM		
Land	829,874	829,874	RESTRICTED ASSETS	7,070	10,570
Water plant	45,530,143	45,167,799	NONCURRENT LIABILITIES		
Sanitation plant	28,456,045	28,231,212	Long-term debt	10,935,000	11,795,000
Buildings and equipment	3,047,118	3,039,571	Other	3,184	3,449
Construction in progress	496,790	334,353	TOTAL NONCURRENT LIABILITIES	10,938,184	11,798,449
TOTAL CAPITAL ASSETS	78,359,970	77,602,809	TOTAL LIABILITIES	13,631,592	14,419,356
Less: Accumulated depreciation and amortization	(28,989,083)	(26,962,514)	NET ASSETS		
NET CAPITAL ASSETS	49,370,887	50,640,295	Invested in capital assets, net of related debt	37,575,887	38,003,649
OTHER ASSETS			Unrestricted net assets	8,159,165	8,158,699
Notes receivable, net of current portion	1,087,157	822,322	TOTAL NET ASSETS	45,735,052	46,162,348
Debt issuance - net of accumulated amortization of \$143,702 and \$123,635 at June 30, 2008 and 2007, respectively	137,914	157,981			
TOTAL OTHER ASSETS	1,225,071	980,303			
TOTAL ASSETS	\$ 59,366,644	\$ 60,581,704	TOTAL LIABILITIES AND EQUITY	\$ 59,366,644	\$ 60,581,704

The notes to the financial statements are an integral part of this statement.

CAMROSA WATER DISTRICT
STATEMENTS OF REVENUES AND EXPENSES AND CHANGES IN NET ASSETS - concluded
For the Years Ended June 30, 2008 and 2007

	<u>2008</u>	<u>2007</u>
CAPITAL CONTRIBUTIONS	808,243	1,912,254
GRANTS	<u>-</u>	<u>307,630</u>
CHANGE IN NET ASSETS	(427,296)	958,467
TOTAL NET ASSETS - Beginning of year	<u>46,162,348</u>	<u>45,203,881</u>
TOTAL NET ASSETS - End of year	<u>\$ 45,735,052</u>	<u>\$ 46,162,348</u>

The notes to the financial statements are an integral part of this statement.

CAMROSA WATER DISTRICT
 STATEMENTS OF CASH FLOWS - concluded
 For the Years Ended June 30, 2008 and 2007

	<u>2008</u>	<u>2007</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating loss	(1,537,010)	(1,460,813)
Adjustments to reconcile operating loss to net cash provided by operating activities:		
Depreciation and amortization	2,041,670	1,952,042
Changes in operating assets and liabilities:		
Accounts receivable - customers	(30,887)	(629,992)
Prepays and other current assets	(8,493)	5,846
Accounts payable	96,171	13,710
Accrued compensated absences	(28,220)	16,332
Other accrued liabilities	6,617	4,442
Deferred revenue	(446)	(11,948)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 539,402</u>	<u>(110,381)</u>

SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES

For the years ended June 30, 2008 and 2007, the District received plant assets valued at \$225,091 and \$1,829,904, respectively, reported as capital contributions.

For the year ended June 30, 2008, the District received a note receivable in the amount of \$534,752 from the financing of capital fees.

The notes to the financial statements are an integral part of this statement.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing goods and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the District are charges to customers for sales and services. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Principles of Presentation – The accompanying financial statements are presented utilizing the accrual method of accounting.

Use of Estimates – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents – For the purpose of the Statement of Cash Flows, the District considers all highly liquid investments with original maturities of 90 days or less to be cash and cash equivalents. The District considers funds in the Local Agency Investment Fund (including restricted assets) to be cash equivalents.

Investments - Statutes authorize the District to invest in obligations of the U. S. Treasury, U. S. Agencies, bankers' acceptances, repurchase and reverse repurchase agreements, commercial paper rated A-1 by Standard and Poor's Corporation or P-1 by Moody's Commercial Paper Record, certificates of deposit, money market checking accounts and the LAIF.

Capital Assets – Capital assets are recorded at cost. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets as follows:

Water plant	20-40 years
Sanitation plant	20-50 years
Building and equipment	3-40 years

Debt Issuance Costs – Debt issuance costs are amortized on a straight-line basis over the term of the related debt.

Water Revenue - Water revenues resulting from customer usage occurring after the last meter reading date and prior to the end of the year are estimated and accrued.

Contributed Capital – Deeded facilities received from developers are recorded at estimated construction cost. Such facilities are recorded as District assets and are depreciated in accordance with established policies for similar capital assets.

The District requires prepayment of water and sewer capital fees prior to commencement of construction of residential and commercial developments. Such fees, which are nonrefundable, are recorded as capital contributions upon receipt.

indenture with HSBC Bank USA, N.A. was AA at June 30, 2008 and has not been downgraded as of October 3, 2008.

To address credit risk, the District invests its funds in accordance with state statutes and the District's investment policy. The criteria for selecting investments are, in order of priority, (1) safety – consideration of the potential loss of principal or interest, (2) liquidity – the ability to have funds available at any moment in time with a minimal potential loss and (3) yield – the optimum rate of return while preserving capital.

3. NOTES RECEIVABLE

Notes receivable consisted of the following at June 30:

	<u>2008</u>	<u>2007</u>
Capital Facilities Fee contract receivable from California State University, Channel Islands (CSUCI) whereby CSUCI agrees to pay to the District \$7,664.41 per month which includes interest at 5.5% for the construction of the recycled water system on the premises of CSUCI.	\$ 822,322	\$ 867,704
Capital Facilities Fee contract receivable from California State University, Channel Islands Site Authority (Authority) whereby the Authority agrees to reimbursement the District for the construction costs incurred for expansion of wastewater capacity of the recycled water system on the premises of CSUCI. The Authority has agreed to reimburse the District up to \$709,752 for the increased capacity. As of June 30, 2008, the District has expended \$534,752 towards the expansion. The Authority has agreed to pay the District annual installments of \$221,976, \$223,282 and \$264,494 beginning in fiscal year 2009, plus interest at 5.5%.	<u>534,752</u> 1,357,074	<u>-</u> 867,704
Less current portion	<u>(269,917)</u>	<u>(45,382)</u>
Net notes receivable	<u>\$ 1,087,157</u>	<u>\$ 822,322</u>

The annual requirements to amortize the District's long-term debt are estimated as follows:

Year Ending June 30,	2001 Revenue Bonds		1995 Certificates of Participation	
	Principal	Interest	Principal	Interest
2009	\$ 375,000	\$ 452,858	\$ 485,000	\$ 82,670
2010	390,000	438,983	510,000	56,965
2011	415,000	424,163	535,000	29,425
2012	1,000,000	407,562	-	-
2013-2017	4,695,000	1,451,377	-	-
2018-2020	3,390,000	326,737	-	-
	<u>\$ 10,265,000</u>	<u>\$ 3,501,680</u>	<u>\$ 1,530,000</u>	<u>\$ 169,060</u>

6. DEFERRED COMPENSATION PLAN

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. Generally, all eligible employees may elect to defer receipt of a portion of their salaries until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

In 1999, the District adopted Governmental Accounting Standards Board Statement No. 32, Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans, which requires that all assets and income of Internal Revenue Code Section 457 deferred compensation be placed in trust for the exclusive benefit of participants and their beneficiaries. The District has placed \$913,505 and \$993,058 in trust at June 30, 2008 and 2007, respectively. The adoption of GASB 32 had no impact on fund balance.

7. PENSION PLAN

Plan Description – The District contributes to the California Public Employees Retirement System (PERS), an agent multiple-employer public employee defined benefit pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and city ordinance. Copies of PERS' annual financial report may be obtained from its Executive Office, 400 P Street, Sacramento, California 95814.

Funding Policy – Participants are required to contribute 7% of their annual covered salary. The District makes the contributions required of District employees on their behalf and for their account. The District is required to contribute at an actuarially determined rate; the rate for fiscal year 2007-2008 was 10.727% of annual covered payroll for all employees. The contribution requirements of plan members and the District are established and may be amended by PERS.

8. PROFIT SHARING PLAN

The District has a profit sharing plan, pursuant to Section 401 of the Internal Revenue Code, for non-exempt employees. Annual contributions are made at the sole discretion of the District. Contributions were \$14,115 and \$14,193 in 2008 and 2007, respectively.

The plan includes a provision under Section 414(h)(2) whereby each plan participant that is classified as management is required to contribute 5% of salary. The District has elected to pay for the mandatory contributions which totaled \$48,091 and \$56,757 for 2008 and 2007, respectively.

9. JOINT POWERS INSURANCE AUTHORITY

The District participates in the property, liability and workers' compensation program organized by the Association of California Water Agencies/Joint Powers Insurance Authority ("JPIA"). JPIA is a Joint Powers Authority ("JPA") created to provide a self-insurance program to water agencies in the State of California. The JPA is not a component unit of the District for financial purposes, as explained below.

JPIA provides liability, property and workers' compensation insurance for the District, which is one of approximately 265 participating water districts and agencies, for losses in excess of the member districts' specified self-insurance retention levels. Individual claims (and aggregate public liability and property claims) in excess of specified levels are covered by excess insurance policies purchased from commercial carriers. JPIA is governed by a board composed of members from participating districts. The board controls the operations of JPIA, including selection of management and approval of operating budgets, independent of any influence by the members from beyond their representation on the board. Each member shares surpluses and deficiencies proportionately to its participation in JPIA.

Based on audited financial statements, at September 30, 2007 JPIA had total assets, liabilities and net assets of \$111,476,713, \$79,950,846 and \$31,525,867, respectively. The District paid premiums of \$105,552 and \$145,147 to JPIA for property, general liability and workers' compensation insurance during the years ended June 30, 2008 and 2007, respectively.

The District's specified self-insurance retention level under the JPIA program is \$5,000 per claim. Assistance with disposition of claims within the self-insured retentions is provided through the JPIA. The District had no outstanding claims under JPIA and no liabilities relating to outstanding claims (including estimates for incurred but not reported claims) were recorded as of June 30, 2008 and 2007.



CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LOCAL ASSISTANCE MONITORING BRANCH
 3650 SCHRIEVER AVENUE
 MATHER, CALIFORNIA 95655
 PHONE: (916) 845-8120 FAX: (916) 845-8380

July 9, 2009

Mr. Frank E. Royer
 General Manager
 Camrosa Water District
 7385 Santa Rosa Road
 Camarillo, CA 93012



SUBJECT: SINGLE AUDIT REPORT FOR THE PERIOD ENDED JUNE 30, 2008
 FIPS #111-91140

Dear Mr. Royer:

Since the California Emergency Management Agency (CalEMA) (formerly the Governor's Office of Emergency Services (OES)) is subject to the requirements of Office of Management and Budget Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, the CalEMA is required to monitor its subrecipients of federal awards to determine whether they have met the audit requirements of the Circular. The Circular specifically requires non-federal entities that expend \$500,000 or more in a year in federal awards to have either an annual single or program-specific audit, and that the audit report be submitted within nine months after the end of the audit period.

To date, an audit report for your organization for the year ended June 30, 2008 has not been received by the CalEMA. Accordingly, the CalEMA is requesting that you check one of the following options listed below, and return a signed copy of this letter to the above address within 30 days of its date, along with all appropriate documentation regarding your organization's compliance with the audit requirement. If findings were noted in your audit report, please include a summary of your management responses and corrective actions taken. In addition, please submit a copy of any separate letter to management mentioned in the audit report.

<input type="checkbox"/>	We have completed our A-133 audit for fiscal year(s) ended _____. A copy of the audit report(s) is enclosed.
<input type="checkbox"/>	We expect our A-133 audit for fiscal year(s) ended _____ will be completed by _____. A copy of our audit report along with our management responses and corrective actions taken related to any findings will be forwarded to the CalEMA within 30 days of receipt of the report.
<input checked="" type="checkbox"/>	We are not subject to A-133 audit because: <input type="checkbox"/> We are a for-profit organization <input checked="" type="checkbox"/> We expend less than \$500,000 in federal awards annually <input type="checkbox"/> We are a component entity of the following organization and included in its A-133 audit: _____ _____ Other (please explain) _____ _____

Mr. Frank E. Royer
July 9, 2009
Page 2

This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

Ronda Collins
Type or Print Name
7/21/09
Date

Budget Mgr.
Title
Ronda C. Collins
Signature

If you have any questions regarding this issue, please contact our office at (916) 845-8120.

Sincerely,



CATHERINE LEWIS
INTERIM BRANCH CHIEF